EXPENSE REPORT RETURNED TO USER – EMAIL MESSAGES FROM CONCUR
Concur Expense Report returned to user - email messages

If an Expense Report is returned...

1. You will receive an email with a message from the Approver. The Approver is identified on the first line “Changed By.”

2. Read comments, they are in italicized text (see above).

3. Return to Manage Expenses. A Returned Report will be in RED under Active Reports.
4. Open Expense report, make changes as needed. Comments can be viewed by opening View Report Timeline and you can Add Comment under Report Summary.

5. Submit Report. The Report will go through the Approval process again, starting with the Budget Approver.